

# **Access Idaho Steering Committee**

## **Meeting Minutes**

*(Approved by Committee)*

**2/10/2000**

1:30 p.m. West Conference Room, J.R. Williams Building, Boise, ID

The Access Idaho Steering Committee meeting was held on Thursday, February 10, 2000, from 1:30 to 2:30 in the West Conference Room, J.R. Williams Building, Boise, ID.

### **CALL TO ORDER, WELCOME**

The meeting was called to order by Bill Farnsworth, who welcomed members and others present.

### **ATTENDANCE**

#### **Members Present:**

Mr. Chuck Goodenough, Secretary of State's Office  
Mr. Keith Bumsted, Department of Transportation  
Mr. John McAllister, Department of Labor  
Mr. Rob Spofford, Department of Water Resources  
Mr. Mark Little, Division of Purchasing  
Mr. Scott Somerhalder, Idaho Information Consortium  
Mr. Bill Farnsworth, ITRMC Project Team

#### **Others Present:**

Mr. Jon Eckerle, Department of Administration  
Ms. Carol Silvers, Idaho State Library  
Mr. John Olson, Department of Administration  
Mr. Miles Browne, ITRMC Project Team  
Ms. Karen Bresnahan, ITRMC Project Team  
Mr. Chuck Knapp, Idaho Information Consortium

### **ACCESS IDAHO REPORT**

Bill Farnsworth invited **Scott Somerhalder**, General Manager of Idaho Information Consortium (IIC) to provide the Committee with a report on **Access Idaho** activities.

The State of Idaho has established a statewide contract with IIC to provide gateway or "portal" services. Access Idaho is a project designed to **streamline access** to state government electronic services and information. IIC will work collaboratively with agencies on a re-design of the State Home Page so that citizens can navigate easily from there to all state agency web sites for E-Government services and information.

Somerhalder informed the group that IIC has been meeting with several major agencies and moving forward with discussions on the development of specific E-Commerce applications. IIC is in the process of finalizing a Service Level Agreement with the **Secretary of State's Office** and developing one with the **Department of Transportation**.

He also reported that IIC made a presentation on Access Idaho to the Reducing Idaho Bureacracy (RIB) Committee, which he mentioned is interested in developing an application to assist citizens in

starting up small businesses. IIC will provide the Committee with a list of which agencies they have talked with at the next meeting.

Somerhalder reported that IIC has designed the **Access Idaho logo** and are currently working with Department of Administration web masters on the initial draft of a design for the new Access Idaho web site which will be called “**Accessidaho.org**.” **Preliminary draft of the revised Home Page is expected to be ready by March 1, 2000.**

## **PORTAL TIMETABLE**

### Interfacing with State Networks

Farnsworth said IIC has provided the hardware for the interfacing process to Department of Administration IT programers and they are working collaboratively on plans to complete the interface. No specific date has been established for the interface to occur.

### Prioritizing of Portal Projects

Farnsworth indicated that no specific priorities have been set by the Committee in regards to which agency web applications will be developed first, other than the work IIC has begun with the Secretary of States Office and the Department of Transportation.

Somerhalder told the group that in working with the agencies, he had seen much interest expressed in the use of **credit card transactions**. IIC has established links with “**Cybercash**,” a company which provides on-line security for citizens and businesses for utilizing credit card transactions. He offered to put together a list for the Committee of applications to allow feedback on which ones should be initially developed. **He said IIC hopes to have three to five applications up and running by the end of the year.**

Following a brief discussion, Farnsworth emphasized the need to concentrate on “citizen oriented” applications, which may be those that affect the greatest number of citizens. However, smaller applications which are “ready-to-go” could be placed on the web sooner, since they may require a shorter time frame to prepare, he added.

## **ACTION ITEM**

**Farnsworth invited IIC to provide the Committee with a list of potential agency applications and possible timeframes for their development at the next meeting.**

### Portal Public Announcement

Plans are for Access Idaho to be formally announced by March 1, 2000, however, the time frame is going to be too short to allow the demonstration of an initial application, said Farnsworth. He plans to meet very soon with public information officers from the Department of Administration and the Governor’s Office to discuss a possible date for the public “rollout.”

## **REVIEW SERVICE LEVEL AGREEMENTS**

### Review SLA Template

Farnsworth informed the Committee he has been working with IIC on the design of a generic or standard **Service Level Agreement Template**, to assist agencies in creating SLA’s for the implementation of E-Commerce applications. The template is currently being reviewed by the

Department of Administration's Deputy Attorney General Joanna Guilfooy and will be ready for the Committee's review at the next meeting.

#### Review SLA Check list

The Committee was given a printout of an SLA checklist, outlining the procedures which are generally defined by a Service Level Agreement. The checklist included the following items: access by portal manager, record supply costs and computer programs, use messages, subscriber agreements, transaction logs, fees, project contact, statements, records and finances, and timelines. Somerhalder noted the SLA's will be different for each agency and the checklist is to be used as a rough outline for agencies to follow.

#### Review of SLA's

Farnsworth stated there are no SLA's ready for the Committee's review at this time. At next meeting, it is expected that a Service Level Agreement for Transportation will be ready for review and Secretary of State's Office may have their SLA completed, he added.

### **NEW BUSINESS**

In new business, Farnsworth indicated he had asked Mr. Somerhalder to prepare a **Privacy Statement**. The Committee viewed a draft Privacy Statement based on one that is being used by the State of Virginia. Somerhalder said the document is intended to give citizens a "comfort level" regarding privacy concerns when visiting the Access Idaho sight.

In the discussion that followed, Committee members questioned the need for such a policy and whether or not it would be issued as a statement from IIC, the state, or the Committee. Several members expressed concerns that the policy might create legal problems. Somerhalder emphasized the statement is not a contractual requirement. Farnsworth said the document was drawn up as a response to an inquiry from Joanna Guilfooy. The Committee agreed the privacy issue will need to be addressed in the future.

#### Next Meeting

The committee will to continue to meet monthly, on **every third Thursday**, with next meeting slated for **Thursday, March 16, at 1:30 p.m.** The group will meet in either the East or West conference room, whichever is available.

### **ADJOURNMENT**

The group requested Meeting Minutes and any other current information be sent to them via e-mail. IIC told the Committee they would be setting up passwords, so that members could have access to any new applications as soon as they are put "On-line." Farnsworth thanked members and visitors for attending and the meeting was adjourned at 2:40 p.m.

Respectfully submitted,

Karen Bresnahan  
ITRMC Project Team